



City of South Bend

Vacancy Announcement

Post Date: Wednesday, August 14, 2013

Closing Date: Until filled

ASSISTANT CITY ATTORNEY

Category: Full Time/Exempt/Non-Bargaining

Department: Legal

Reports To: Corporation Counsel

Shift: 8:00 AM-5:00 PM, Monday-Friday

Pay Rate: \$68,510-\$69,880/year

Position: **SUMMARY**

The Assistant City Attorney will be involved in diverse practice focusing on traditional labor matters, employment litigation matters, general employment practice issues, and drafting/negotiating/reviewing contracts.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Juris Doctor Degree from accredited law school and a minimum of 3-4 years of legal experience. Admission to practice law in the state of Indiana.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

Successful applicants must evidence excellent academic achievement and writing ability, good character, initiative, and interpersonal skills, and show an ability to assume direct responsibility for client work and work independently.

CERTIFICATES, LICENSES, REGISTRATIONS

Indiana Bar Admission.

WORK ENVIRONMENT

Work performed in a normal office environment, primarily sitting in a confined position. While performing the duties of this job, the employee is regularly required to walk and stand, talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required